



# *Alexandria Police Department*

## Directive 4.16



# INCENTIVE PAY PROGRAM

|                              |                        |                            |  |
|------------------------------|------------------------|----------------------------|--|
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### 4.16.01 POLICY/PURPOSE

It is the policy of this Department to provide officers and detectives every opportunity to develop their skills and abilities in a variety of different areas. By establishing incentive pay programs (herein referred to as the P-Program and D-Program), the Department recognizes skills and abilities attained by officers and detectives during their careers, and encourages officers and detectives to continually improve in these areas.

The purpose of this directive is to specify procedures for the administration of the P-Program and D-Program. [22.1.1.b& d]

#### **4.16.02 AUTHORITY**

On February 10, 1987 the City Council approved the implementation of a Police Officer 1, 2, and 3 Program, to initially include 30 PO-2 and 15 PO-3 positions. The program has since been modified and expanded, and now includes PO-4.

On March 11, 2011, the City Manager approved the reclassification of detectives assigned to Criminal Investigations, Vice/Narcotics, and Intelligence & Homeland Security from the P-Program to a D-Program, which includes D-1, D-2 and D-3 classifications.

#### **4.16.03 DEFINITIONS**

**Broken Service** - Any period of interrupted, non-continuous service as a sworn officer with the Alexandria Police Department.

**Detective** - For purposes of this directive and the Incentive Pay Program, detective is defined as any sworn officer below the rank of sergeant who is assigned to the Criminal Investigations, Vice Narcotics, or Intelligence & Homeland Security. To be assigned to a detective position, a person must first be a P-III or above or must be a P-II who is eligible for elevation and who is currently on the list for elevation to P-III.

**Full time assignment** – assigned to the unit or position for one continuous year, as of July 1 of the application year

**Incentive Pay Program Committee** - Standing committee consisting of 10 representatives. The committee will be comprised of two (2) members from each bureau. Representing the Administrative Support Bureau, the Police Recruiter shall serve as the committee chairperson, and the Field Training Coordinator will serve as the vice chairperson. Reassignments of members affecting bureau representation will be resolved on a case by case basis in order to maintain equality. The Police Union and the Police Association will each appoint one member of their choice regardless of duty assignment or rank. The Division Chief of Personnel and Training will serve as the program administrator for the Chief of Police. A list of committee names will be maintained by the chairperson.

**PAL Pay** – Pay As Listed – pay code of PAL used in the KRONOS payroll system for incentive pay.

**Part time assignment** –received the required training, been officially recognized as a member of the unit, or officially recognized as an alternate to an officer filling a primary position, and must have fulfilled or been willing to fulfill all of the official duties required of the position in question for two continuous years, unless otherwise noted, as of July 1 of the application year.

**Transition of Pay** – pay scale grade and step assignment in the target pay grade equal to the elevated salary; or the next step greater than the elevated salary, if the elevated salary is a value between steps; not to exceed the maximum step of the target pay grade.

Examples:

| <b>Current Classification, Grade and Step on the PS Scale</b> | <b>Elevated Classification, Grade and Step on the PS Scale</b> |
|---|--|
| P-1 Grade 9 Step D  | P-2 Grade 9 Step E   |
| P-2 Grade 9 Step G  | P-3 Grade 11 Step F  |
| P-3 Grade 11 Step J   | P-4 Grade 12 Step J  |
| P-3 Grade 11 Any Step   | D-1 No salary adjustment – same grade and step                 |
| P-4 Grade 12 Any Step   | D-2 No salary adjustment – same grade and step                 |
| D-1 Grade 11 Step H   | D-2 Grade 12 Step H  |

**Unbroken Service** - Continuous service as a sworn officer with the Alexandria Police Department.

#### **4.16.04 ELIGIBILITY**

To be eligible for placement on the list for potential elevation to P-2, P-3, or P-4, officers must **not** have been rated UNSATISFACTORY in any one General Performance Factors, or BELOW REQUIREMENTS in any two General Performance Factors during the previous evaluation year. Evaluations due on or before May 1 of each year will be used, the due date of the annual performance evaluation does not affect P-Program eligibility. Only those years of service as an Alexandria Police Officer will be counted toward service point credit.

| P-level Eligibility | Minimum skill points<br>(See 4.16.11) | Unbroken years of service<br>as of July 1 of application<br>year | Years in<br>Grade |
|---------------------|---------------------------------------|--|-------------------|
| P-2                 | ////////                              | 2  | ////////          |
| P-3                 | .5                                    | 5  | 1 year at P-2     |
| P-4                 | .5                                    | 9  | 1 year at P-3     |

When a P-2 who is on the P-3 elevation list competes for and is transferred into a detective's position, they will be elevated into the Detective I position, receive a 3% plus transition of pay (equivalent to Police Officer III elevation under the P-Program), and will be placed at the appropriate step on the PS11 pay grade.

When a Police Officer 3 competes for and is transferred into a detective's position, it will be considered a lateral transfer. The Police Officer 3 will be laterally transferred into a Detective 1 position and will remain at the PS11 pay grade with no pay adjustment.

When a Police Officer 4 competes for and is transferred into a detective's position, it will be considered a lateral transfer. The Police Officer 4 will be laterally transferred into a Detective 2 position and will remain at the PS12 pay grade with no pay adjustment.

To be eligible to be placed on the list for potential elevation to D-2 or D-3, Detectives must **not** have been rated UNSATISFACTORY in any one General Performance Factors, or BELOW REQUIREMENTS in any two General Performance Factors during the previous evaluation year. Evaluations due on or before May 1 of each year will be used, the due date of the annual performance evaluation does not affect D-Program eligibility. Only those years of service as an Alexandria Police Officer or Detective will be counted toward service point credit.

| D-level Eligibility | Minimum skill points<br>(See 4.16.11) | Unbroken years of service<br>as of July 1 of application<br>year | Years in Grade                    |
|---------------------|---------------------------------------|--|-----------------------------------|
| D-2                 | .5                                    | 9 (combined service time)  | 1 year at P-3 /<br>D-1 (combined) |
| D-3                 | .5                                    | 9 (as Detective)   | 1 year at D-2                     |

#### 4.16.05 APPLICATION

- A. In order to be considered for elevation to any P-Program or D-Program level during the upcoming fiscal year, an officer must have on file with the Program Administrator, an up to date Application (APD-480, attached). To be current, the application on file must have up-to-date skill point information.
- B. P-Program and D-Program applications must be submitted during the annual application period from April 1 through April 30. All applications must be received by the Program Administrator no later than 3:30 p.m. on April 30. If the last day in April falls on a weekend, the application must be received by the Program Administrator no later than 3:30 p.m. on the last Friday in April.
- C. In order to have newly acquired skill points considered, applicants must submit a new application. Only those skill points included in the applicant's most recent application will be considered in determining ranking for elevation.
- D. Service points will be added automatically each year. Officers and detectives, who already have an application on file for the next level for which they are eligible, and have no new skill points to add, need not file a new application.
- E. The burden of proof for skill points is on the applicant. Therefore, officers and detectives are required to attach all appropriate documentation to the application for verification of the requested skill point(s). Documentation may include: copies of

evaluation, transcripts, degrees, certificates, memoranda from supervisors relative to length of time in an assignment, hours logged, etc.

- F. The Chief of Police reserves the right to direct an interim application process if at any point during the year, an eligibility list for P-2, P-3, P-4, D-2 or D-3 has been exhausted AND there are currently vacancies at that particular level. The process will be handled in the same manner as is done during the regular application period due each April 30 (except that a new due date will be set for the interim process) and applicants will be given credit for all seniority and skill points acquired as of the application deadline date set for the interim process. The results of the interim process will be used to establish an eligibility list and make elevations through the upcoming June 30. The regular application process will proceed with a May 1 due date each year and the results of that process will be used to establish an eligibility list as of each July 1.
- G. Both the P-Program and the D-Program maintain a defined number of available positions as determined by the Chief of Police.

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| <b>4.16.06</b> | <b>CONSIDERATION</b> |
|----------------|----------------------|

- A. Immediately after the closing date, the Program Administrator will forward all applications received to the Committee Chairperson, who will ensure all applications are considered.
- B. After the application closing date, the Incentive Pay Program Committee will convene to review all applications. Incomplete or inaccurate applications will be sent back to the officer. The officer will have ten calendar days to submit a corrected application. In the event the tenth calendar day falls on a day Personnel and Training is not open, (i.e. weekends, holidays, or unanticipated City closures) the correction deadline will be extended until the first day Personnel and Training is open after the correction due date. Failure to comply with the correction deadline will render the application null and void.
- C. The committee will draft a list of candidates for each level and at least two members of the committee will independently check and crosscheck the lists for accuracy.

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| <b>4.16.07</b> | <b>P - PROGRAM and D - PROGRAM LISTS</b> |
|----------------|--|

- A. Candidates will be ranked numerically, based upon total points accrued. All ties for total points will be settled by first ranking the tied persons by years of unbroken service, as of July 1. If persons have the same "Date Entered Service" they will be separated by the date they applied for employment with the APD. The Incentive Pay Program Committee will resolve remaining ties.

- B.** Final versions of the candidate listings for each level will be submitted through Personnel and Training's chain of command to the Chief of Police for review.
- C.** Once approved by the Chief of Police, lists will be electronically distributed via email and MDB as well as posted in prominent locations (employee bulletin boards, Police Association, etc.) by the Committee Chairperson. Copies of the lists will be maintained in Personnel and Training, and by each member of the Incentive Pay Program Committee.

#### **4.16.08 PROGRAM MODIFICATIONS**

- A.** Requests for modifications to any aspect of the Incentive Pay Program may be submitted to the Incentive Pay Program Committee Administrator at any time. Requests should be in memorandum format, should specifically identify the modification requested, and should detail the importance of the change to the effectiveness and/or efficiency of the Department. A list of the requested modifications will be electronically distributed via email and MDB as well as posted on department bulletin boards by the Committee Chairperson and forwarded to commanders and supervisors for input preceding the Committee meeting.
- B.** If accepted by majority vote of the Committee and approved by the Chief of Police, modifications will become effective for the open enrollment period immediately following the Chief's approval, and will be reflected in the applicable Program list, which becomes effective July 1.
- C.** The Incentive Pay Program Committee may recommend that the Chief of Police authorize additional open periods at any time in order to address any major budget or policy changes.

#### **4.16.09 ELEVATION/TRANSFERS**

- A.** As vacancies occur during the year, elevations will be made from existing lists. The number and ratio mix of P-Program and D-Program positions is governed by the budget authorization approved by the Chief of Police. The final determination of the number of elevations to the various levels, and the timing for these elevations, rests with the Chief of Police.
- B.** The Program Chairperson will confirm that the eligibility status (as described in 4.16.04) of each candidate on the list for elevation has not changed since the list was prepared. After such confirmation, the Chairperson, in coordination with the Division Chief of Fiscal/Fleet Management, will prepare a memorandum from the Chief of Police to the Division Chief of Personnel and Training, requesting the appropriate elevations. The Division Chief of Personnel and Training will ensure that the appropriate Personnel Action Forms are prepared and submitted.

C. Elevations within the Incentive Pay Program are not considered promotions or reclassifications; therefore, no modification of increment dates is authorized.

D. Officers selected for:

[22.1.1, b]

- P-2 will be elevated to the salary level within their current pay grade that provides a 3% increase and transition of pay.
- P-3 or P-4 will be elevated to the next pay grade and placed in the salary level that provides a 3% increase and transition of pay.

Detectives selected for:

- D-2 from D-1 will be elevated to the next pay grade and placed in the salary level that provides a 3% increase and transition of pay.
- D-3 from D-2 will receive a PAL Pay adjustment in addition to their normal pay. The amount of the PAL pay adjustment will be at the discretion of the Chief of Police up to 3%.

Transfers into the Investigations Bureau:

When officers transfer into the Investigations Bureau, they will be placed on the D-Program scale at the appropriate location as indicated above. In cases where there is no open/available D-Position at the grade they are transferring to, the department will be overstaffed at this position until we are able to reduce to our authorized strength through attrition.

Transfers out of Investigations Bureau:

The following policy will be in effect with regard to transfers out of the Investigations Bureau whether through voluntary transfer or at the direction of the Chief of Police.

- When a D-1 transfers out of the Investigations Bureau, it will be considered a lateral transfer and the detective will be placed at the P-3/PS11 pay grade with no pay adjustment.
- When a D-2 transfers out of the Investigations Bureau, it will also be considered a lateral transfer and they will be placed at the P-4/PS12 pay grade with no pay adjustment.
- When a D-3 transfers out of the Investigations Bureau, it will be considered a lateral transfer and they will be placed at the P-4/PS12 pay grade and will no longer receive PAL Pay.
- When detectives transfer out of the Investigations Bureau, they will be placed on the P-Program scale at the appropriate location as indicated above. In cases where there is no open/available P-Position at the grade they are returning to, the department will be overstaffed at this position until we are able to reduce to our authorized strength through attrition.

E. Officers and detectives cannot be elevated more than one level at a time (e.g. An officer cannot go directly from P-1 to P-3, without stopping at the interim P-2 level, and serving at that level for at least one complete year before being eligible for further advancement).

- F. An employee may be demoted to a P-Position or D-Position as a voluntary request, or as a result of disciplinary action.
- G. Detectives who are promoted to the rank of sergeant will receive the authorized 8 ½% salary increase with transition of pay. PAL Pay does not factor in when calculating salary increases upon promotion and once detectives are promoted out of the D-3 classification, they are no longer eligible for PAL pay.

#### **4.16.10 SERVICE POINTS**

Officers and detectives will accrue one-half point for each year of unbroken service (beyond the minimum required) as a sworn member of the Alexandria Police Department. July 1 of the selection year will be used for determining service points. These points are calculated automatically, and are combined with Skill Points, as listed on applications submitted by candidates. A valid application must be on file for a candidate to accrue any Service Point credit. Officers or detectives who separate from service and are subsequently rehired as sworn Police Officers are not entitled to Service Point credit for any period of time prior to returning.

Officers and detectives will be eligible for a full point credit for having completed 4 years of active military service or 6 years of military reserve service. The DD-214 and/or appropriate Military Orders May be used to establish military service years. The DD-214 must state "Honorable Discharge" only. No other types of discharge, i.e., General Under Honorable conditions, will be accepted.

#### **4.16.11 SKILL POINTS**

Unless otherwise noted, one point will be assigned for each of the following categories on the condition that the requirements listed below have been met.

To receive credit for a full time assignment, an officer or detective must have been assigned to the unit or position for one continuous year, as of July 1 of the application year.

To receive credit for a part time assignment, an officer must have received the required training, been officially recognized as a member of the unit, or officially recognized as an alternate to an officer filling a primary position, and must have fulfilled or been willing to fulfill all of the official duties required of the position in question for two continuous years, unless otherwise noted, as of July 1 of the application year. In cases where no unit assignment is made, such as Breathalyzer Technician or Interpreter, an officer must have used the skill upon reasonable request for a continuous period of two years, and must have met all other requirements of the position.

Officers and detectives with any type of broken service may be entitled to skill point credit for a skill acquired before the break in service, if the acquired skill is still on the



recognized skill points listing, the skill can still be used for the benefit of the department, and if the officer is willing to meet any current requirements related to the use of the skill. The exception to this is full time assignments, listed 1 through 16 below. Officers and detectives with broken service will not receive skill points for full time assignments held during prior service. Award of skill point credit, for officers with broken service will be decided by the Incentive Pay Program Committee on a case-by-case basis.

Officers and detectives seeking credit for assignments in which they have not met the minimum requirements specified below may submit a memorandum to the Program Administrator, asking for a review of the circumstances. The Administrator will ensure that the Incentive Pay Program Committee reviews the request and makes a recommendation to the Chief of Police about whether to grant a waiver of the requirements. The Chief of Police will make the final decision about awarding credit. The Administrator will ensure that officers and detectives are informed of the final decision in cases of this type. **[22.1.1, b & d]**

Detectives may seek credit for any of the listed skill points for which they qualify only when applying for elevation from D-1 to D-2. Detectives may further utilize any Detective Skill Points earned. Skill points used for elevation from D-2 to D-3 should be shown to directly impact the Investigations Bureau and are listed under Accepted Detective Skill Points.

Skill points will only be counted once regardless if earned in the P-Program or D-Program.

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| <b>4.16.12 P-PROGRAM SKILL POINTS</b> |
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**FULL TIME ASSIGNMENTS**

- 1. ACADEMY INSTRUCTOR (NVCJA)**
- 2. COMMUNITY SUPPORT OFFICER**
- 3. CRIME PREVENTION OFFICER**
- 4. SCHOOL RESOURCE OFFICER**
- 5. CRIMINAL DETECTIVE**
- 6. IDENTIFICATION TECHNICIAN /CRIME SCENE INVESTIGATOR**
- 7. K-9 HANDLER**
- 8. RESIDENTIAL POLICE OFFICER**
- 9. TRAFFIC ENFORCEMENT (MOTORCYCLE) OFFICER**
- 10. TACTICAL ANTI CRIME INVESTIGATOR (formerly known as Street Crimes or Special Response Unit)**
- 11. VICE/NARCOTICS DETECTIVE**
- 12. COURT LIAISON OFFICER**
- 13. POLICE RECRUITER**
- 14. PATROL SKILL POINT**

An officer who has served four years of unbroken service in patrol will qualify for a one-time patrol skill point. Temporary transfer as directed by the Chief of Police will not be considered as a break in service.

**PART TIME ASSIGNMENTS:****15. HONOR GUARD OFFICER**

An Honor Guard member must have approval of the commander of the Honor Guard Unit. Officers will be eligible for one point after *three (3)* continuous years as a member of the Honor Guard Unit.

**16. ACCIDENT RECONSTRUCTIONIST**

An officer must complete the Basic Accident Investigation and Advanced Accident Investigation courses, be a member of the Accident investigation/ Reconstruction Team, and perform all duties required of team members. Must have the approval of the Crash Reconstruction Team Supervisor.

**17. BICYCLE PATROL OFFICER**

An officer must have passed a 40 hour course of instruction from the NVCJA or other DCJS training facility and be assigned and equipped as a bicycle officer. Must have the approval of the officer's supervisor and bicycle patrol coordinator.

**18. BREATHALYZER / INTOXILYZER OPERATOR**

An officer must pass the 40-hour Breathalyzer course to be state certified and be re-certified at least once. Must have the approval of the officer's supervisor.

**19. COLLEGE CREDIT**

A maximum of: two points for a Master's Degree; one point for a Bachelor's degree; one-half point for an Associate's degree or equivalent semester hours or 90 quarters hours.

**20. COMMUNITY LIAISON OFFICER**

An officer must be appointed through the Civic Liaison Program, comply with all provisions of the program and conduct activities not normally associated with simply working a particular beat area during normal duty hours. For example, an officer assigned to a Community Policing project to resolve one or more particular problems in an area would not qualify for a skill point, unless all of the following conditions are met:

- a. The officer attends civic association meetings while off duty, and performs certain liaison functions, even though not the primary liaison officer;
- b. The officer is assigned to the project on the authority of a Captain or higher, and some form of regular progress report is required, in addition to the normal monthly work sheet.

**Note:** An officer may accrue only one point under this section, regardless of additional assignments that meet the criteria.

**21. CRITICAL INCIDENT STRESS DEBRIEFER**

An officer must be State-certified, be an official member of the CISM Team, and perform all of the duties required of team members. Must have the approval of the commander of the CISM Team.

**22. FIELD TRAINING OFFICER**

An officer must have been certified through the Field Training Program and have trained two recruit officers for one full Step during a recruit training cycle. Must have the approval of the Field Training Coordinator.

**23. INTERPRETER**

- a. An officer must possess sufficient interpreting abilities to assist in the investigation or reporting process, and must show that these abilities have been used to benefit the Department during the officer's employment as an Alexandria Police Officer. Methods of establishing these abilities include, but are not limited to, citing specific cases in which the ability benefited the Department, and citing the names of officers or supervisors who can verify the interpreting ability.
- b. All languages other than English qualify, including sign language. Only one skill point will be awarded, regardless of the number of languages spoken.
- c. Officers who request credit for interpreting abilities should recognize that their names will be placed into the Department's language skills bank, and that they may be called upon to exercise these abilities upon request. Any instance of unreasonable refusal to use the abilities upon request may be justification for denial or withdrawal of the skill point. No points will be awarded for skills used in the past, if the officer is unwilling to participate in the language skills bank.
- d. The Incentive Pay Program Committee may request proof of the interpreter's abilities by having the officer interviewed by a person qualified to judge the officer's proficiency. Officers with very basic abilities should not apply for credit (if you know a few words in Spanish, but need to call for an interpreter to assist with a thorough report or interview, you would not qualify under this section).
- e. Applications will be examined on a case-by-case basis.

**24. RADAR/LIDAR TECHNICIAN (PATROL)**

An officer must pass the 40-hour radar/lidar course to be State certified.

**25. SPECIAL OPERATIONS TEAM MEMBER/HOSTAGE NEGOTIATOR**

An officer must complete the basic 40-hour SWAT School or Hostage Negotiation Team course, and be a member of the Special Operations Team or Hostage Negotiation Team.

**26. DEFENSIVE TACTICS INSTRUCTOR**

An officer who has served as a departmental DT Instructor for a minimum of two years and participated in at least four (4) training sessions. Must be DCJS certified and obtain the approval of the DT Unit coordinator.

**27. FIREARMS INSTRUCTOR**

An officer who has served as a Firearms Instructor at the Alexandria Police Range for a minimum of forty (40) hours. Must be DCJS certified and obtain approval from the Range Manager.

**28. COMMUNICATIONS/DEPARTMENT OF EMERGENCY COMMUNICATIONS (DEC)**

An officer who is trained as a call taker and can handle many of the duties of the ECT position would be awarded a half point. A full point would be awarded to those officers trained and able to handle the duties of a radio dispatcher.

To be awarded points, the officer will have to demonstrate their skills to the Communications/DEC Training Coordinator or a supervisor in Communications/DEC; and work at least 40 hours (through hireback, light-duty, or assignment) in a 12 month period for two (2) years, for a total of 80 hours, before points are awarded.

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|---------------------------------------|
| <b>4.16.13 D-PROGRAM SKILL POINTS</b> |
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**FULL TIME ASSIGNMENTS**

1. CRIMINAL DETECTIVE
2. IDENTIFICATION TECHNICIAN/ CRIME SCENE INVESTIGATOR
3. TACTICAL ANTI CRIME INVESTIGATOR (formerly known as Street Crimes or Special Response Unit)
4. VICE/NARCOTICS DETECTIVE
5. TASK FORCE (Full Time for two years)
6. INTELLIGENCE & HOMELAND SECURITY

**PART TIME ASSIGNMENTS**

All part time assignments are subject to the same definitions and requirements as listed in 4.16.12

**7. COLLEGE CREDIT**

A maximum of: two points for a Master's Degree; one point for a Bachelor's degree; one-half point for an Associate's degree or equivalent semester hours or 90 quarters hours.

**8. COMMUNITY LIASON OFFICER**

A detective must be appointed through the Civic Liaison Program, comply with all provisions of the program and conduct activities not normally associated with simply working a particular beat area during normal duty hours. For example, an officer assigned to a Community Policing project to resolve one or more particular problems in an area would not qualify for a skill point, unless all of the following conditions are met:

- a. The detective attends civic association meetings while off duty, and performs certain liaison functions, even though not the primary liaison officer;
- b. The detective is assigned to the project on the authority of a Captain or higher, and some form of regular progress report is required, in addition to the normal monthly work sheet.

**Note:** An officer may accrue only one point under this section, regardless of additional assignments that meet the criteria.

**9. CRITICAL INCIDENT STRESS DEBRIEFER**

A detective must be State-certified, be an official member of the CISM Team, and perform all of the duties required of team members. Must have the approval of the commander of the CISM Team.

**10. FIELD TRAINING DETECTIVE**

A detective must have trained two junior detectives. This must be verified through the detective's past or present immediate supervisor or commander.

**11. INTERPRETER**

- a. A detective must possess sufficient interpreting abilities to assist in the investigation or reporting process, and must show that these abilities have been used to benefit the Department during the detective's employment as an Alexandria Police Officer or Detective. Methods of establishing these abilities include, but are not limited to, citing specific cases in which the ability benefited the Department, and citing the names of officers or supervisors who can verify the interpreting ability.
- b. All languages other than English qualify, including sign language. Only one skill point will be awarded, regardless of the number of languages spoken.
- c. Detectives who request credit for interpreting abilities should recognize that their names will be placed into the Department's language skills bank, and that they may be called upon to exercise these abilities upon request. Any instance of unreasonable refusal to use the abilities upon request may be justification for denial or withdrawal of the skill point. No points will be awarded for skills used in the past, if the officer is unwilling to participate in the language skills bank.
- d. The Incentive Pay Program Committee may request proof of the interpreter's abilities by having the detective interviewed by a person qualified to judge the detective's proficiency. Detectives with very basic abilities should not apply for credit (if you know a few words in Spanish, but need to call for an interpreter to assist with a thorough report or interview, you would not qualify under this section).
- e. Applications will be examined on a case-by-case basis.

**12. TASK FORCE (part time task force receives ½ point after 3 years of service)**

A detective assigned to a part time task force that includes other agencies will receive ½ point after 3 years of service.

**13. EXPERT TESTIMONY**

An applicant must have been certified and testified as an expert witness in Federal or State Court. The applicant must provide a letter from the prosecutor that includes case information to be considered.

**14. BAIT VEHICLE COORDINATOR**

A detective assigned as a Bait Vehicle Coordinator by their sergeant may request a D-Point after two years in the position.

**15. SPECIAL OPERATIONS TEAM MEMBER/HOSTAGE NEGOTIATOR**

An officer must complete the basic 40-hour SWAT School or Hostage Negotiation Team course, and be a member of the Special Operations Team or Hostage Negotiation Team.

**TRAINING**

These points are considered to allow detectives to apply their training and experience and obtain credit for the additional knowledge and skills acquired.

There are nine (9) categories in which training may be applied. A single class may be applied to only one category.

**16. PROPERTY CRIMES****17. DOMESTIC VIOLENCE****18. VICE CRIMES****19. SEX CRIMES****20. NARCOTICS****21. YOUTH CRIMES****22. VIOLENT CRIMES****23. WHITE COLLAR****24. ELECTRONIC DATA COLLECTION****25. GENERAL DETECTIVE DEVELOPMENT**

Classes applied to General Detective Development are classes that are not specific to a particular category such as search warrant, interview and statement analysis classes.

To be considered for a D-Point in any training category, a detective will have to validate a minimum of 80 hours of training in said category, will have to demonstrate that the skills learned in the training have been applied for a minimum of two years and have supervisor's approval. Detectives may earn only one point in each category and it is the responsibility of the detective to obtain all training records and categorize the training into the proper category. In cases where course matter is unclear from the title, it will be the responsibility of the detective to obtain a class syllabus or description to validate use of the class for consideration. The Incentive Pay Program Committee will have final say in whether or not the class may be applied to a particular category. It may be prudent for a detective to include more than 80 hours of training when requesting consideration.

**4.16.14 RESPONSIBILITIES**

- A. **Supervisors and commanders** should consider the various elements of the Incentive Pay Program during progress discussions and annual evaluations. A systematic approach should be developed within each Unit, Section, and Division to ensure that all sworn officers are given the opportunity to apply and be selected for training that earns officers skill points within the P-Program or D-Program. Care should be exercised to ensure that some officers do not receive multiple opportunities to earn these skill points, while others receive limited or no opportunities.

**NOTE:** No verbiage in the preceding statement is intended to compel a supervisor or commander to approve training that does not serve an operational need or that causes undue financial burden to the Police Department.

**B. The Incentive Pay Program Administrator will:**

1. Receive all Incentive Pay Program applications and forward them to the Incentive Pay Program Committee Chairperson;
2. Review all Committee written recommendations to the Chief of Police and comment with regard to personnel policies and practices;
3. Provide staff assistance to the Incentive Pay Program Committee.

**C. The Incentive Pay Program Chairperson will ensure that:**

1. Sufficient Committee meetings are held to decide matters that have been brought to the attention of the Incentive Pay Program Committee or any of its members during the preceding year;
2. Periodic broadcast notices are disseminated to sworn staff through email, MDBs, and posted on the Personnel and Training bulletin board during the open application period each year;
3. Recommendations are made to the Chief of Police on matters requiring interpretation or modification of the provisions of this directive, or of any matters under deliberation by the Incentive Pay Program Committee;
4. Applications are verified, when necessary;
5. Service and skill point information is compiled;
6. Officers denied credit on any application are informed in writing by email or memorandum of the reason for the denial, and are offered an opportunity to challenge the denial; and

7. A list is prepared showing the placement of each candidate for P-2, P-3, P-4, D-2, and D-3 prior to June 1 of each year. Once the Chief of Police has approved the lists, they will be distributed in accordance with 4.16.09.

**D. The Incentive Pay Program Committee** - The members of the committee are responsible for:

1. Administering the Program;
2. Reviewing and verifying applications;
3. Considering Program appeals and suggestions; and
4. Recommending policy interpretations and modifications to the Chief of Police.

**E.** Officers and detectives are responsible for familiarizing themselves with the provisions of this directive, and for responding accordingly. Officers and detectives are responsible for submitting appropriate applications during the open application period described in 4.16.05. Officers or detectives anticipating extended absences during the open application period should be aware that failure to submit an application during this period will result in no credit for skills earned since the submission of the last valid application. If no valid application is on file, the officer will not be placed on an elevation eligibility list.

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| <b>4.16.15      OTHER AUTHORIZED PAY AS LISTED (PAL) POSITIONS</b> |
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Other positions in the department that are authorized for 5% incentive pay are:

- Field Training Officer – incentive pay is only awarded during the time the FTO is training a recruit officer.
- Academy instruction officer
- Residential police officer

Motors Unit officers receive PAL pay for the additional hazards associated with this duty assignment.

K9 Unit officers receive PAL pay for the benefit of their K9 partner associated with this duty assignment.

**BY AUTHORITY OF:**

**Earl L. Cook**  
**Chief of Police**